



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

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DIRECTOR

IV-D MEMORANDUM 2016-017

TO: All Friend of the Court (FOC) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: June 17, 2016

SUBJECT: Notifying Unlicensed Providers of Impacts to Their Existing
IV-D Case(s) Due to the Michigan Child Support Enforcement
System (MiCSES)/Michigan Statewide Automated Child
Welfare Information System (MiSACWIS) Interface

UPDATE(S):

☐ Manual

☐ Form(s)

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum discusses the following information regarding the implementation of the MiCSES/MiSACWIS two-way interface on June 17, 2016:

- Actions that FOC staff will take on unlicensed provider referrals from MiSACWIS immediately after MiCSES processes the MiSACWIS synchronization file;
- The effects that those actions will have on custodial parties (CPs)¹ who are indicated as unlicensed providers in the synchronization file; and
- A letter template² that FOC staff may use to inform those CPs of the effects on their IV-D case.

DISCUSSION:

A. Background

The MiCSES/MiSACWIS two-way interface will be implemented on June 17, 2016. As part of the implementation process, OCS has recommended that FOC staff run the *SACWIS Referral Report* on the *Functional Prototype Queries* (FPRO) screen in

¹ Specifically, this refers to CPs who receive payments via electronic funds transfer or debit card.

² Ref: [Exhibit 2016-017E1, "Change in Payment Method" Letter Template](#).

MiCSES.³ FOC staff will use the report to find MiSACWIS referrals with a *Pay To* of PROVIDER and will review these cases in MiCSES to ensure the monthly support obligation is charging on the appropriate IV-D case(s).⁴

1. When FOC staff find a *Pay To* PROVIDER referral on the *SACWIS Referral Report*, they will verify in MiCSES whether:
 - a. There is an existing IV-D case(s) that lists the provider as the CP; and
 - b. The child currently receives Family Independence Program (FIP) benefits.
2. If a pre-existing IV-D case(s) lists the provider as the CP, and the child does not receive FIP benefits, FOC staff will:
 - a. Stop charges on the pre-existing IV-D case where the CP is the provider;
 - b. Redirect the charges to the appropriate agency placement IV-D case;⁵ and
 - c. Use the provider's other party (OTHP) ID as the check recipient ID on the agency placement case.⁶

B. Impacts to the Provider

When FOC staff make the above-mentioned changes to the pre-existing IV-D case and the agency placement case, the provider:

- Will receive child support payments disbursed under the agency placement case by check only; direct deposit and debit card payments are not available for unlicensed providers on agency placement cases; and
- Will not be able to view information regarding the agency placement case on the MiCase website. MiCase permits only CPs and non-custodial parents (NCPs) to view information about a case. The provider is identified as an "other party." The Michigan Department of Health and Human Services (MDHHS) is the child's legal custodian that has requested IV-D services for the child;⁷ as a result, MDHHS is identified as the CP on the agency placement case.

³ Also, on June 20, 2016, the Technical Communications Team will publish to the mi-support Document Distribution Center a special version of the report containing the referral information found in the MiSACWIS synchronization file.

⁴ Ref: [IV-D Memorandum 2016-010, Updates to the Michigan IV-D Child Support Manual Related to Child Welfare Referrals From the Michigan Statewide Automated Child Welfare Information System \(MiSACWIS\)](#).

⁵ Ref: [Section 5.85, "Agency Placement – Financial," of the Michigan IV-D Child Support Manual](#) for information regarding the redirection of support.

⁶ Ref: the [MiSACWIS Pay To Provider Training Handout](#) for more information on this process. Ref: [Section 3.16, "Other Parties," of the Michigan IV-D Child Support Manual](#) for more information on other parties in MiCSES.

⁷ FOC staff redirect support to the provider because the provider is the "person who is providing the actual care, support, and maintenance" (Michigan Compiled Law [MCL] 552.605d[4]).

At each local FOC office's discretion, staff may move the arrears owed to the provider on the pre-existing IV-D case to the agency placement case. If the arrears remain on the pre-existing IV-D case, the provider will continue to receive payments on the arrears by whatever method (s)he has chosen to receive them (e.g., debit card or direct deposit). However, if the arrears are moved to the agency placement case, the provider will receive payments on the arrears by check only.

C. "Change in Payment Method" Letter

The MiSACWIS SWAT group⁸ recommended that OCS issue a draft letter that FOC offices could use to inform providers of the change in the way that they will receive child support (Ref: Exhibit 2016-017E1). The draft letter discusses the impacts described above and recommends that providers contact their FOC office with any questions or concerns. Notifying providers of these changes is optional for FOC offices, and the template contains only suggested language. FOC offices may edit the letter template as desired.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Financial Work Improvement Team
Program Leadership Group

CONTACT PERSON:

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CC:

None

SUPPORTING REFERENCES:

Federal
None

⁸ The MiSACWIS SWAT group includes OCS, FOC, and MiCSES staff who meet periodically to discuss issues related to implementation of the MiCSES/MiSACWIS interface.

State
MCL 552.605d(4)

ATTACHMENT:

2016-017E1: "Change in Payment Method" Letter Template

EPF/KZM